

MEMORANDUM OF MEETING

FROM: Tiffany Robinson, RBA
Project Manager

DATE: July 19, 2010

PROJECT: City of Hoboken Bicycle and Pedestrian Plan
RBA Project # J4000.24

SUBJECT: Steering Committee Kick-Off Meeting, June 22, 2010

ATTENDEES: Sign-In Sheet attached

A Steering Committee Kick-Off meeting for the City of Hoboken's Bicycle and Pedestrian Plan was held on Tuesday June 22, 2010 at the City's municipal building. The Kick-Off meeting was conducted in order to introduce the Steering Committee to the project and gain the committee's views and insight regarding bicycling and walking needs throughout the City of Hoboken.

MEETING OBJECTIVES:

- *Introduce the Steering Committee to NJDOT's Local Technical Assistance (LTA) Program*
- *Review the Scope of Work and schedule*
- *Discuss the agenda for Hoboken's upcoming visioning meeting*

MEETING SUMMARY

I. Welcome/Introductions

Khalid Shaikh, NJDOT, began the meeting by welcoming the Steering Committee and asked each person to give a brief introduction. Representatives from the City of Hoboken, Sweet Streets pedestrian and bicycle community advocacy group, Hudson County, NJTPA, Hudson County TMA and NJ Transit were present. Khalid Shaikh reviewed the NJDOT Local Technical Assistance Program, the type of support and level of effort the City of Hoboken could expect as a recipient of LTA grant. He then introduced The RBA Group as the consultant team who will be providing the professional assistance and technical expertise for the City of Hoboken Bicycle and Pedestrian Plan.

Ian Sacs, City of Hoboken Director of Transportation and Parking, gave the background of the joint Sweet Streets and City application to NJDOT and how this project is one of several efforts progressing simultaneously including a sub-regional transportation study of southwest Hoboken and Jersey City with NJTPA and the reevaluation of the City's Master Plan. Tiffany Robinson, RBA, asked Ian to provide a summary of all accomplishments to date and introduced the idea of a project page on the City's website where information on the Plan, other efforts, and state and local bicycling and pedestrian laws could be made available. Ian Sacs agreed with the idea and said he would look into it.

II. Review Scope and Target Dates

Tiffany Robinson, RBA, provided an overview of the project scope and schedule. This project is anticipated to cover 4 - 6 months, primarily taking place during the summer and wrapping up in the late fall. Tasks include Community Participation, Needs Assessment, Data Review, Recommendations Development and Plan Development. The project approach is based on the 5 E concept developed by the Safe Routes to School Program. The 5 E's are Engineering, Enforcement, Education, Encouragement and Evaluation. There was general agreement from the Steering Committee that enforcement is very important and there should be a representative from the Police Department on the Steering Committee. Ian Sacs said he would contact the Police and request a representative for the Steering Committee.

III. Data Collection and Resources

RBA will review available reports, resources and mapping provided by the City and others as part of the data collection and needs assessment tasks. To ensure that the most accurate and current information is utilized for the project, Tiffany Robinson asked the City and other Steering Committee members to provide the following information, if available:

- City Master Plan and related addendums
- City Ordinances
- City Design Guidelines
- Current and Planned Studies - City, TMA, County (i.e., Traffic, Feasibility, Planning, etc.)
- Current and Proposed Development/Redevelopment (i.e., Housing, Retail, Schools, etc.)
- Current and Proposed Educational and Promotional Programs (Safe Routes to School)
- Current and Planned Roadway Improvement Projects (i.e., resurfacing, striping, sidewalk installation)
- Existing traffic data (volumes, turning movement counts, ATR)
- Tax Maps/Easement/ROW information
- Accident Report/Narrative
- Existing Speed Studies
- Roadway widths
- Existing striping configurations
- Existing sidewalk and pedestrian infrastructure
- Existing bicycle facilities
- Municipal and county parks, playgrounds, schools and other major origin and destination points
- Right-of-way data
- Utility information

The Steering Committee agreed to forward any existing/available data related to this project.

Ian Sacs informed the group that there is a pending ordinance to designate bicycle lanes for all streets in Hoboken. He agreed to forward the pending ordinance to RBA for review. Ian will also put RBA in touch with the consultants working on the reevaluation of the Master Plan. Jon Luk, Hudson County, agreed to assist the City with any GIS needs as related to the project.

IV. Existing Conditions

RBA asked the Steering Committee to identify some “hot spots” they should pay special attention to when doing fieldwork and completing the Plan. These areas were documented by steering committee members through both a mapping and written exercise. The areas identified as focus areas are:

- Newark Street
- First Street
- Sinatra Drive
- 11th Street and Hudson Street
- 4th Street and Hudson Street
- Paterson Plank Road
- Marshall Street and Paterson Avenue
- The area west of the light rail tracks on Paterson Avenue
- Bridges to Weehawken
- Hoboken Terminal and the surrounding area
- Access to Hudson River Waterfront Walkway

Other issues discussed by the Steering Committee include:

- *The need to create Gateways.* There are blocks on the northern and southern parts of the City that do not look like the rest of Hoboken. These streets need to better communicate to drivers that they are entering a City with high pedestrian and bicyclist zones.
- *Education and Outreach.* Inattentive drivers and jaywalking were identified as issues. Jay DiDomenico, Hudson TMA, noted that his organization wants to provide outreach and education to people but needs help with outreach to local community groups.
- *Enforcement.* Clever signage, similar to the Burma-shave advertising campaign, could be used to inform motorists, pedestrians and bicyclists.
- *Information.* A visitor’s guide, central kiosk, or radio channel could be used to inform residents and visitors of public transportation options within the city.
- *Evaluation.* The City does not have the staff for evaluating implementation and is looking for ways to collect and evaluate data.
- *Bike Station.* The Hoboken Terminal is unique because of all its modes. With the opening of the walkway from Jersey City, there has been even more bicycle traffic. There was a suggestion that it might be a good location for a bike station.
- *Infrastructure.* Bicycle lane paint is fading. City is currently exploring an opportunity with Jersey City to share their Thermo Plastic equipment for restriping. Existing bicycle lanes are separated into 3 Classes:
 - Class I:
 - Sinatra Drive
 - Below Newark and 4th
 - Class II:
 - Madison
 - Grand
 - Class III (sharrows):
 - 12th
 - 13th
 - 8th
 - 9th

Anecdotally, it was estimated that 80% of the bicyclists in Hoboken are commuters, 10% city employees and 10% recreational riders.

V. Visioning Workshop

Tiffany Robinson, RBA, went over the draft agenda for the Public Visioning workshop and explained the planned activities. Ian Sacs was hesitant about holding the public visioning workshop during the summer because there are already two public meetings planned, one on the redesign of Newark Street and the other of Observer Highway. Laura Torchio, RBA, suggested that they coordinate the outreach for all three meetings together and place information on all projects on the Bicycle and Pedestrian Plan's webpage. The Steering Committee agreed and set a date for the Public Visioning Meeting of Tuesday, August 3, 2010 from 4:30 - 7:30pm at the Multi-Use Center, 124 Grand Street, Hoboken, New Jersey.

VI. Next Steps/Action Items

- The Steering Committee will look at the list of requested data and documents and send a response to RBA no later than 2 weeks after the meeting
- RBA will create a dot density map of bicycle/pedestrian crashes in Hoboken for inclusion in the Plan.
- The City of Hoboken will set up a project page on the City's website.

The meeting adjourned at 12:15pm followed by a preliminary field assessment.

Prepared By:

Elizabeth Cox

Tiffany Robinson

The RBA Group